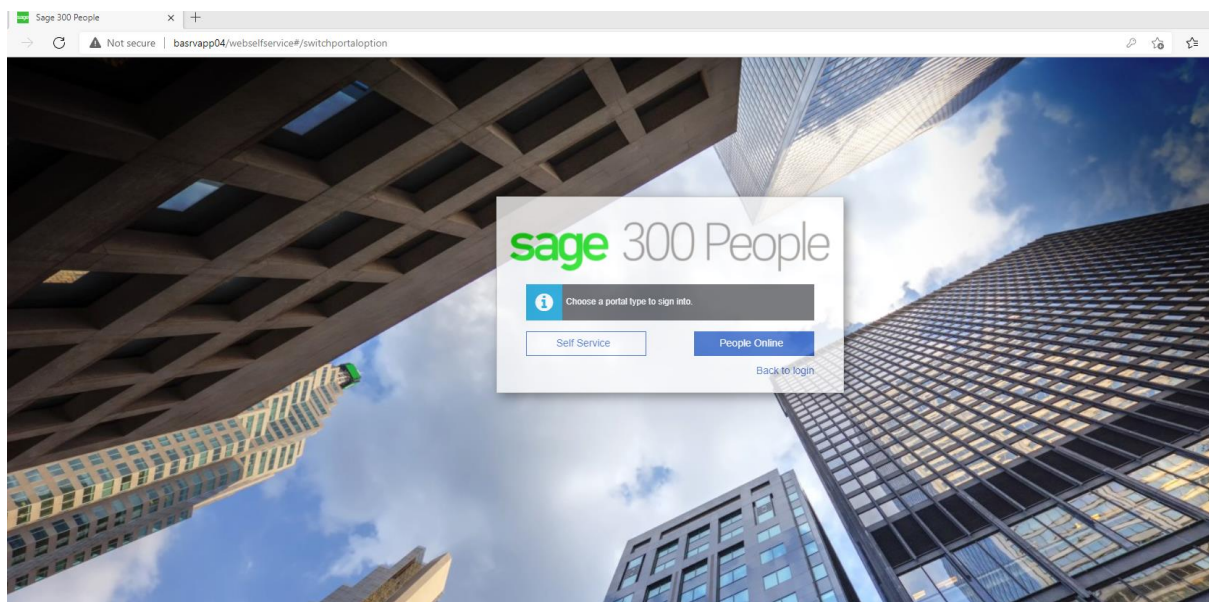


360° On-line Assessments Manual

NAME: Botash Bud

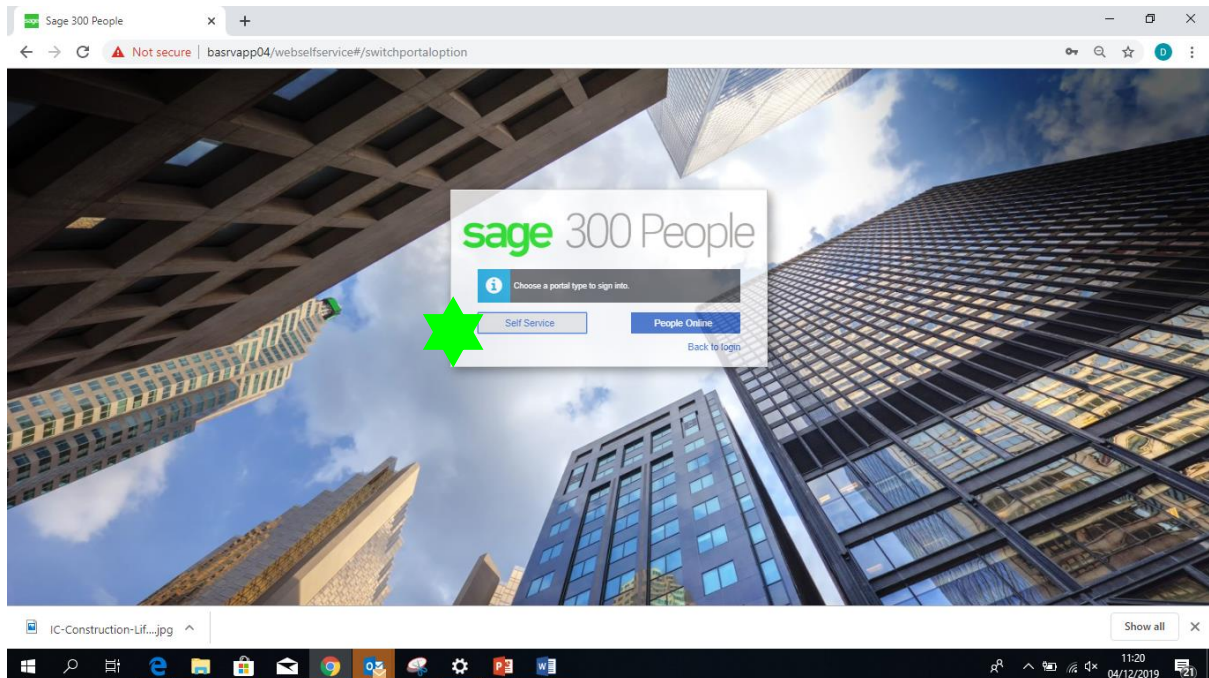
Co. # 0000

DATE 24.11.2021

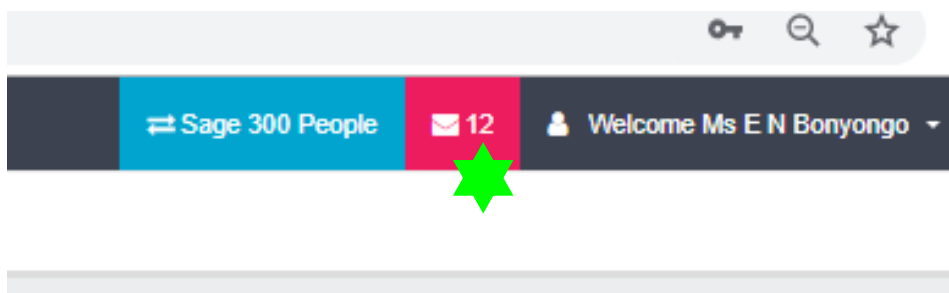


Assessment Guidelines

1. Log into ESS



2. Open Inbox, far right, top corner, (pink colour signals / notifications).



(See full screen below).

The screenshot shows the Sage 300 People web self-service dashboard. The user is Ms E N Bonyongo. The dashboard includes sections for My Payslips, My Tax Certificates, My Submitted Items, and Upcoming Birthdays. A calendar for December 2019 is displayed. A notification bubble in the top right corner highlights 'My Performance Items' with a green star and a red '7'.

3. Click My Performance Items

The screenshot shows the Sage 300 People web self-service dashboard. The 'My Performance Items' section is highlighted with a green star. The sidebar menu includes sections like My Approval Items, My Submitted Items, My Performance Items, and My Notifications.

- Click on the review you want to open (choosing the actual assessment, in terms of names)

Incomplete **1**

Filter Sort by

Ethel Bonyongo

CO VALUES & LEADERSHIP - 360° SURVEY

Review Date: 23 Nov 2021

- Click on the first competency on the left. Read the header, competency to be assessed, Behavioural indicators of the competency, and the competency descriptor (under comments) and make a decision to score. Under the rating in red box.

Performance Contract - Ms E N Bonyongo -

Summary **0 %**

Competency

ACCOUNTABILITY

Answerable for own actions.

Holding people accountable.

CUSTOMER FOCUS

Proactively engages customers.

Delivering on our promises.

Responsive to customer needs.

EXCELLENCE

Continuous Improvement: Co...

Exceeding expectations or be...

INTEGRITY

Acknowledging others ideas ...

Puts organisational interest a...

Consistently doing the right th...

TEAM WORK

Contributes towards team obj...

Taking individual ownership of...

Accommodative of others con...

Recognising outstanding perf...

DECISIVENESS

Speed at which decisions are ...

Evaluates information for app...

Competency Area

ACCOUNTABILITY

Competency

Answerable for own actions.

COMMENTS

Descriptor: The obligation of an individual or organisation to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner.

Rating

☐ 1-Never
 ☐ 2. Sometimes
 ☐ 3 -Most of the times
 ☐ 4 - Always

Actual Result

Comment on Review

Upload supporting documentation

Attach

Click the button above or drag your files in to upload supporting documentation.

Once you rate, the comments box is red, you cannot proceed until you have commented.

Performance Contract - Ms E N Bonyongo -

Summary **0 %**

Competency

ACCOUNTABILITY

Answerable for own actions.

Holding people accountable.

CUSTOMER FOCUS

Proactively engages customers.

Delivering on our promises.

Responsive to customer needs.

EXCELLENCE

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Competency Area

ACCOUNTABILITY

Competency

Answerable for own actions.

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Rating

☐ 1-Never
 ☒ 2. Sometimes
 ☐ 3 -Most of the times
 ☐ 4 - Always

Actual Result

Comment on Review

Upload supporting documentation

Attach

Click the button above or drag your files in to upload supporting documentation.

Cancel

Save and close



Submit























NB* -COMMENTS ARE MANDATORY

For the purpose of fairness and growth, kindly put in your constructive comments to justify the rating you awarded, indicating the strengths and weaknesses, also areas of improvement.

6. Tick the appropriate score, the red box disappears, summary gives you progress %. The **cancel** and **save & close** buttons are activated immediately. If you want to pause the assessment, click save and close, then continue at a later stage. The completed competency also spots a small circle with a green tick inside.

Go to the next question and proceed with the assessments.

Performance Contract - Ms E N Bonyongo -  

Summary	52.63 %
Competency	^
ACCOUNTABILITY	
Answerable for own actions.	
Holding people accountable.	
CUSTOMER FOCUS	
Proactively engages customers.	
Delivering on our promises.	
Responsive to customer needs.	
EXCELLENCE	
Continuous Improvement: Co...	
Exceeding expectations or be...	
INTEGRITY	
Acknowledging others ideas ...	
Puts organisational interest a...	
Consistently doing the right...	
TEAM WORK	
Contributes towards team obj...	
Taking individual ownership of...	
Accommodative of others con...	
Recognising outstanding perf...	
DECISIVENESS	
Speed at which decisions are ...	
Evaluates information for app...	

Competency Area: INTEGRITY


Competency: Consistently doing the right things regardless of consequences

COMMENTS: Descriptor: Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions.

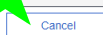
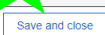

Rating: ☐ 1-Never ☒ 2-Sometimes ☐ 3-Most of the times ☐ 4-Always

Actual Result:



Comment on Review: k























Upload supporting documentation 

Click the button above or drag your files in to upload supporting documentation.

7. Once the assessment is completed, click overall comment if you want to summarise the assessment. Attach any evidence if you so wish to. Click on **submit** button.

Performance Contract - Ms E N Bonyongo -  

Summary	100 %
Competency	✓
ACCOUNTABILITY	
Answerable for own actions.	
Holding people accountable.	
CUSTOMER FOCUS	
Proactively engages customers.	
Delivering on our promises.	
Responsive to customer needs.	
EXCELLENCE	
Continuous Improvement: Co...	
Exceeding expectations or be...	
INTEGRITY	
Acknowledging others ideas ...	
Puts organisational interest a...	
Consistently doing the right th...	
TEAM WORK	
Contributes towards team obj...	
Taking individual ownership of...	
Accommodative of others con...	
Recognising outstanding perf...	
DECISIVENESS	
Speed at which decisions are ...	
Evaluates information for app...	

Competency Area: LEADING CHANGE


Competency: Allocate time and resources to support the change.

COMMENTS: Descriptor: The ability to adapt to change within the working environment while maintaining effectiveness.

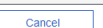
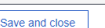

Rating: ☐ 1-Never ☐ 2-Sometimes ☒ 3-Most of the times ☐ 4-Always

Actual Result:

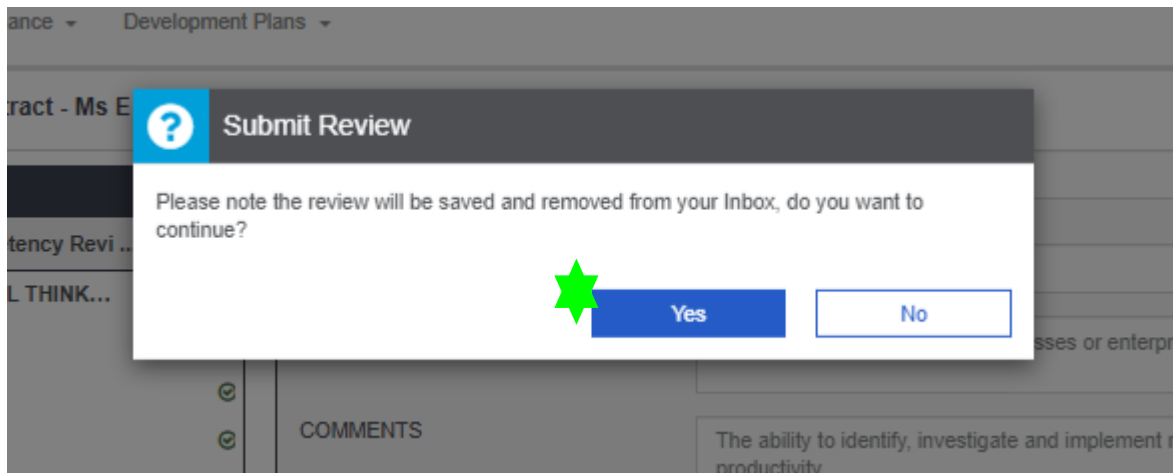
Comment on Review: k

Upload supporting documentation 

Click the button above or drag your files in to upload supporting documentation.

8. Prompt question if you are satisfied with the results or you want to revisit the assessment, click on applicable, yes will submit no will take you back.



9. [Yes](#), will give you to messages; review completed, review submitted. Then you are done.

